

OFFICIAL PERSONNEL FOLDERS

A section of the official personnel folder is reserved for filing papers that document employee service and, as such, give legal force and effect to appointments and all other pertinent transactions, and which reflect data on job performance. The second section of this folder is reserved for filing papers of a temporary administrative nature. Standards for the maintenance of this folder are contained in the Federal Personnel Manual, Chapter R1.

Location:

These folders are currently being maintained in three divisions of the Personnel Office, namely:

Personnel Division - Overt
Personnel Division - Covert
Military Personnel Division

From a records management viewpoint it is desirable to maintain records at the point of maximum utilization as is being done in this case. However, this practice sacrifices a degree of security and a degree of positive control. In sacrificing this degree of security and control an implementing procedure appears advisable. This procedure would provide for close central control of records keeping practices in those offices in which the official folders are maintained. Central Administrative Control would provide for the training of personnel in the creation, maintenance, and disposition of these papers. Periodic inspections would assure that standards established would be carried out.

Maintenance:

There is currently an estimated 649 linear feet of folders pertaining to active personnel and an estimated 125 linear feet pertaining to separated employees. The most casual inspection of the contents of these folders indicates that they are not being maintained in compliance with the instructions contained in the Federal Personnel Manual. These instructions are specific and preclude the need for any detailed discussion of the weaknesses in current maintenance practices. It, therefore, appears advisable to initiate a project to bring these folders in compliance with current instructions which will provide for the better protection of the rights of individual employees of the Agency. There will also be an elimination of much material of a duplicate and temporary administrative nature that will provide for savings in space.

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Retirement:

Folders pertaining to separated employees should be transferred to the Agency Records Center. At this facility, other agency personnel records (medical, salary earnings and security) will be incorporated into the official folder and will be maintained as the evidentiary record of employment, medical and earnings history.

If this suggestion is acceptable, a retirement schedule will be developed for the orderly removal of these records from the Office of Personnel to the Records Center upon the separation of employees from Federal Service.

APPLICANT FILE

There is in the custody of the Personnel Division - Overt, 616 linear feet of applications for employment occupying 80 filing cabinets. As is the general rule with such a large collection of records, they possess both practical assets and measurable liabilities. The assets are:

- a. Unsuccessful applications that possess special qualification in the intelligence field and in which the Agency has a potential, future interest.
- b. Unsuccessful applications that were rejected for security reasons and other special factors peculiar to the operation of this Agency.

The major liability pertains to unsuccessful applications in which the Agency has no interest, present or future.

This entire file is of such magnitude and complexity that its maintenance and disposition deserves serious consideration. The liabilities appear to greatly outweigh the assets, and in the cause of administrative efficiency, some remedial action should be taken.

Recommendations:

This applicant file should be cut off immediately. It is suggested that the material be transferred to the Records Center for storage and servicing. At the time of boxing all duplicate and non-record material should be removed and destroyed. All filing cabinets not needed for immediate use should be forwarded to the Warehouse. [In addition, the material in this file should be segregated on the basis of its potential values and by standards developed by the Office of Personnel. The actual work could be performed by Center employees in accordance with these standards.]

*and file for 2000
and forward to [unclear]
cut off this
material period*

The new file should be set up with consideration for orderly retirement and disposal. It would be highly desirable and efficient to segregate the material on the basis of value, as suggested in the above paragraph, at the time of initial filing. This segregation would provide for the early disposal of material of temporary value and the retention of the more valuable material for greater periods of time.

It is further suggested that a study be made of this file to determine the possibility of transferring the pertinent information from the folders, indicated in Paragraphs a and b, to cards. Such transfer would be desirable if the factual records could then be destroyed after a reasonable retention period.

Disposal Authority for Unsuccessful Applications for Employment

National Archives General Schedule No. 1 permits the destruction of these files after a holding period of six (6) months to one (1) year, depending upon the cut-off procedure. It is apparent that such authority is not applicable to the entire file maintained in this Agency. It will, therefore, be necessary to submit this item to the National Archives and the Congress to obtain authority for its retention and disposal. This detail will be handled by the Records Management and Distribution Branch upon the receipt of proper instruction from the Personnel Office.

NON-RECORD REFERENCE MATERIAL

During the course of inventorying the records of the Personnel Office a large volume of unclassified, non-record material was found to be housed in safe-type cabinets. This practice is wasteful of valuable filing equipment and should be discouraged. Upon the suggestion of the records analysts making this survey, much of this material was appropriately discarded.

DISPOSITION OF ALL PERSONNEL RECORDS

National Archives' General Schedule No. 1 grants permission to destroy or retain personnel records in accordance with the authorities contained therein, insofar as these authorities meet the administrative circumstances of the Agency. A copy of this schedule is submitted with this memorandum and it is requested that the Office of Personnel indicate the items that are not applicable to their circumstances and, in so doing, specify the retention period that would be applicable.

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The Records Management and Distribution Branch will then submit these items to the National Archives and the Congress, which action will give legal force to the records retention and disposal activities of your office. Items that do fit the administrative circumstances of the office will be accepted as the standard for the retention and disposal of Personnel Records of this Agency.

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